

**THE STATE HEALTH PLAN
PREVENTION PARTNERS
"CHALLENGE"**

YOURSELF TO ... GO FOR THE GOLD!!!

A FOUR-WEEK, FUN, EASY, INCENTIVE-POINT PROGRAM

Prevention Partners
South Carolina State Employee Health Promotion Program

Wellness "Challenge"

The Prevention Partners **"Challenge"** is a four-week, incentive-point program. It provides light competition between participants by allowing them to earn points for all the activities in the program and for some of their own choosing. Participants earn a gold, silver, bronze or honorable mention certificate at the completion of the program. They can also win prizes depending on how elaborate or simple you choose to make the program.

The program packet contain Coordinator Materials, all the information the coordinator needs to implement the program and information and guidelines on how to make your program elaborate or keep it simple.

The packet also contains Participant Materials, which consists of all the pieces the individual needs to participate in the program. We provide you with a camera-ready copy of **"Challenge."** You are free to make as many copies of the Participant Materials as you need.

COORDINATOR MATERIALS

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PACKET CONTENTS

COORDINATOR MATERIALS

- "DOES YOUR OFFICE OR WORKPLACE NEED A **"CHALLENGE?"**
- IMPLEMENTATION SUGGESTIONS, IMPLEMENTATION TIMELINE
- MARKETING SUGGESTIONS
- SECURING PRIZES FOR PARTICIPANTS AND A THANK-YOU LETTER
- MAKING **"CHALLENGE"** AN OFFICE/WORKSITE CHALLENGE
- PREVENTION PARTNERS **"CHALLENGE"** CERTIFICATE ORDER FORM
- "CHANGE YOUR LIFESTYLE" POSTER (#1)
- "APPLE" POSTER (#2)
- "GO FOR THE GOLD" POSTER (#3)

PARTICIPANT MATERIALS

- **"CHALLENGE"** INTRODUCTION AND PARTICIPATION DIRECTIONS
- PROGRAM GOALS AND OBJECTIVES
- PROGRAM CATEGORIES AND POINTS
- PLAN OF ACTION
- SCORESHEETS FOR WEEKLY/DAILY POINT CALCULATION

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DOES YOUR OFFICE OR WORKPLACE NEED A **"CHALLENGE?"**

CHALLENGE YOUR OFFICE OR WORKPLACE. PARTICIPATE IN THE
"CHALLENGE" SPONSORED BY PREVENTION PARTNERS!

"CHALLENGE" is a four-week, incentive-point program developed for use with the employees of your agency or school district. **"CHALLENGE"** will provide fun, light competition and personal challenge while improving fitness/wellness. During the four-week period, employees will be able to concentrate on health improvement in the areas of Fitness, Nutrition and Stress Management, which contribute to total health and well-being.

"CHALLENGE" has been developed to allow Prevention Partners Coordinators and their Wellness Committees to make it an elaborate or simple program. All the materials needed are provided in this packet including the basic **"CHALLENGE"** packet which the Coordinator photocopies for each participant, posters to announce the program, and instructions to the Coordinator for carrying out the program.

We hope you enjoy the materials we have provided for you in this packet. Good Luck!

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IMPLEMENTATION SUGGESTIONS

Plan the implementation of **"CHALLENGE"** at your Wellness Committee meeting. Implementing **"CHALLENGE"** requires:

1. Planning a simple or elaborate program.
2. Marketing the program to gain attention.
3. Photocopying and distributing the packets to participants.
4. Collecting scoresheets at the end of **"CHALLENGE."**
5. Ordering the appropriate number of certificates (Gold, Bronze, Silver and Honorable Mention) from Prevention Partners (see Certificate Order Form).
6. Giving participants their certificates.

PLAN IMPLEMENTATION

1. Decide whether you will hold the **"CHALLENGE."**
2. Decide how you will hold the **"CHALLENGE"** (see "Making **"CHALLENGE"** an Office/Worksite Challenge") and when (Ex: a calendar month or any four-week period.)
3. Secure management/principal support.
4. Decide on a timeline for meetings, planning, posting flyers, etc., and begin to call local vendors to solicit prizes (see "Securing Prizes").
5. Recruit volunteers to help you, if necessary.

PLAN IMPLEMENTATION (continued)

6. Decide how you will announce the winner(s). Everyone who participates in the Prevention Partners **"Challenge"** should be a winner. Be sure to recognize the Honorable Mention winners as well as the Gold certificate winners! You may wish to have a small reception or mock awards ceremony for all participants.
7. Plan how you will advertise the program (see "Marketing Suggestions").
8. Make copies of the participant packet and plan the distribution. (NOTE: Each participant should receive one copy of the **"CHALLENGE"** program packet, and include four copies, one for each week, of the Scoresheet.)
9. Develop a system to keep track of the number of participants so we will know how successful your program was!

CALL PREVENTION PARTNERS AT 803-737-3820 IF YOU HAVE QUESTIONS!

TIMELINE FOR "CHALLENGE" IMPLEMENTATION

<u>ACTIVITY</u>	<u>DATE</u>
Discuss program with committee; divide up implementation tasks; post flyer #1	2-4 weeks ahead
Post flyer # 2; continue implementation tasks	1-3 weeks ahead
Hold introductory meeting (if needed); photocopy "CHALLENGE" packet for participants	1 week ahead
Post flyer #3 announcing day, time for kick-off of program	3-5 days ahead
"CHALLENGE" begins	1st day of 1st week
"CHALLENGE" ends	Last day of 4th week
Identify 1st, 2nd, 3rd place winners; order certificates (gold, silver, bronze) from Prevention Partners	As soon as possible
Hold awards ceremony or other method to distribute prizes and certificates	As soon as possible

Note: This timeline can be changed to suit your needs.

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yourself to ... go for the gold!!!

MARKETING SUGGESTIONS

The Prevention Partners **"CHALLENGE"** packet contains three flyers. These have been designed to help you advertise your program. Good advertisement/marketing of your program can significantly increase the number of participants!

FLYERS

Flyers #1 and #2 are designed to introduce and announce the upcoming event. They should be copied and posted as follows:

Flyer #1: two to four weeks prior to the beginning of the program. It can also be a way of announcing preliminary meetings. Copy enough for your needs.

Flyer #2: one to three weeks prior to program beginning. This also can be used to announce an introductory meeting for those interested in participating.

Flyer #3: one week to five days prior to program beginning. This should announce the time and date of event kick-off, etc.

Type or print the information pertinent to your worksite/office on the flyer in the space at the bottom. Include whom to contact to receive a **"CHALLENGE"** packet or more information, time and/or date of meetings, when the program starts, etc. Make as many copies of the flyers as needed. Use color paper to gain more attention.

MARKETING SUGGESTIONS (continued)

ANNOUNCING THE PROGRAM

Announce the program in a creative way to increase interest and participation. In addition to using the flyers, you may want to have a public announcement, a memo or even a short, introductory meeting to announce what the program is about, how to sign up, get participant materials and any other information your wellness committee wishes to convey to the participants.

Note: Pass out the first page of the participant **"CHALLENGE"** packet at the introductory meeting, if you plan to have one.

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yourself to ... go for the gold!!!

SECURING PRIZES FOR PARTICIPANTS

The chance of winning a special prize for greatest number of points accumulated or just for participating in **"CHALLENGE"** creates a more exciting and enthusiastic environment for all who participate. It also encourages greater participation. Each Coordinator may appoint several committee members to obtain "giveaways" from local businesses. If you have an employee "Wellness Fund" you may be able to purchase several nice gifts for your winners.

POSSIBLE PRIZE SOURCES

- sporting goods stores
- bowling alleys
- restaurants
- car washes
- gift shops
- gourmet food stores
- book stores
- record stores

... The list is endless; be creative!

Note: Keep names and addresses of contributors, so you can send thank-you letters after the event.

SECURING PRIZES (continued)

SAMPLE TELEPHONE APPROACH TO CONTRIBUTORS

"Hello. My name is _____, and I am a committee volunteer for Prevention Partners, South Carolina's State Employee Health Promotion Program. On _ we will sponsor a two-mile hike to promote health and fitness for state employees.

As an incentive for people to participate, we would like to award prizes. We are expecting more than _____ people to participate and would provide you or your company with publicity on our posters and in special announcements at the hike. Would you consider donating something for us?

If the answer is "Yes," let them tell you what they will give or suggest they give a gift certificate, money-off coupon, etc. Give them your address to send it, or better yet, arrange to pick it up. A BIG THANK YOU!

SAMPLE THANK-YOU LETTER TO CONTRIBUTORS

Date

Mr. John Doe
Pilsbery Corp.
2222 Chocolate Chip Road
Cookie Land, USA 22325

Dear Mr. Doe:

We at Prevention Partners appreciate your kind support of our activities through your donation of pastries. Your cookies were a big hit with everyone, and we gave away every certificate you supplied.

Everyone had a wonderful walk, and your delicious cookies topped off a fun day for all. Thank you, again.

Sincerely,

Note: Use letterhead, if possible.

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yourself to ... go for the gold!!!

MAKING "CHALLENGE" AN OFFICE/WORKSITE CHALLENGE

The Prevention Partners **"CHALLENGE"** is designed to be as elaborate or simple as Coordinators and their committees wish. However, announcing the program as a competition may increase participation and make it more exciting for everyone involved.

Conduct the program as light competition between participants for simplification. For a more elaborate program, the suggestions below can be used or committees can plan their own activities.

SUGGESTIONS

1. Promote the event as a worksite competition between teams:
management vs. staff
principal and staff vs. teachers
females vs. males, etc.
2. Award prizes for 1st, 2nd and 3rd greatest total accumulation of points.
3. Award prizes to the individual with the highest number of points for the week, or have a party for the team with the highest points for the week.
4. Have an awards ceremony at program's end to give out certificates and prizes.
5. Award a grand prize of an overnight trip to the beach or a wellness afternoon off (if you can get management/principals to agree), etc.

Note: Be sure to market these activities adequately!

PREVENTION PARTNERS
"CHALLENGE"
CERTIFICATE ORDER FORM

Coordinator's Name _____

Agency/School Name _____

Agency/School Address _____

Work Telephone _____

<u>Certificates</u>	<u>Amount Needed</u>
---------------------	----------------------

GOLD	_____
------	-------

SILVER	_____
--------	-------

BRONZE	_____
--------	-------

Promotional Items (available for use as prizes)

<u>Item</u>	<u>Amount</u>	<u>Total Cost</u>
-------------	---------------	-------------------

Every Step Count Pedometer (\$15.75 ea.)	_____	_____
---	-------	-------

Sneaker Pin - red, white and blue cloisonné pin, one inch long (\$1.50 ea.).	_____	_____
--	-------	-------

Fast Food Guide (\$1.58 ea.).	_____	_____
-------------------------------	-------	-------

Total Cost	_____
------------	-------

Make checks or money orders payable to the Employee Insurance Program. NO CASH OR PURCHASE ORDERS.

Return to: Prevention Partners, Employee Insurance Program, 1201 Main St., Suite 830, Columbia, S.C. 29201

THE STATE HEALTH PLAN PREVENTION PARTNERS



"CHALLENGE"

A FUN, EASY, INCENTIVE-POINT PROGRAM

YOURSELF TO ...

CHANGE YOUR (LIFE)STYLE



PARTICIPATE AND WIN AWARDS, PRIZES

DATE: _____

PLACE: _____

CONTACT: _____

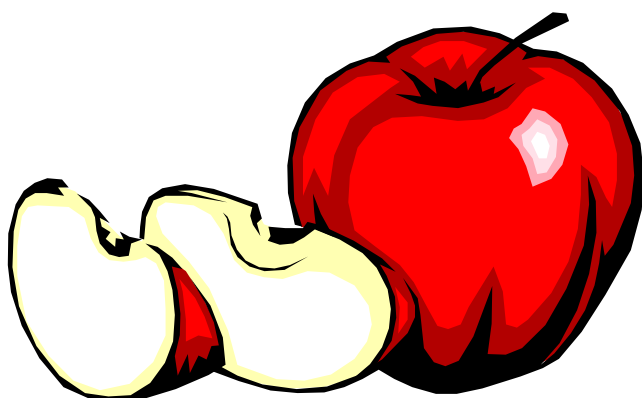
**THE STATE HEALTH PLAN
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COMPETITION, FUN, AWARDS, PRIZES

YOURSELF...



**BECAUSE GOOD HEALTH
IS MORE THAN
JUST AN APPLE A DAY!**

DATE: _____

PLACE: _____

CONTACT: _____

**THE STATE HEALTH PLAN
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YOURSELF TO...



GO FOR THE GOLD!!!

COMPETITION, FUN, AWARDS, PRIZES

DATE: _____

PLACE: _____

CONTACT: _____

"CHALLENGE" EVALUATION

Agency/School Name _____

Address _____

Phone _____

Please let us know what you thought about the "Challenge" incentive program by answering the questions below. Your comments will help us plan better programs to meet the needs of your worksite.

Return to: Prevention Partners
Employee Insurance Program
1201 Main St., Suite 830
Columbia, S.C. 29201

1. How many of your employees participated in **"Challenge"**? _____
Was this more, less, or about the same as participation for other activities?
2. What prizes did you offer other than certificates? Did participants like the certificates?
3. Was the format of separate coordinator and participant materials helpful? Why or why not?
4. What did you like best about **"Challenge"**?
5. What did you like least about **"Challenge"**?
6. In your opinion, what changes would make **"Challenge"** better? Include any helpful comments from participants.

ORDER YOUR PREVENTION PARTNERS MATERIALS HERE!

All prices include South Carolina sales tax, and there are no shipping charges.			
Item:	Quantity:	Price Each:	Total for Item:
Every Step Counts – Walking program that includes pedometer with carry bag and pocket-size instruction guide.		\$15.75	
Back on Track – Back pain and injury prevention program that includes manual, exercise video, dyna-band with instructions and workout towel.		\$10.50	
Tension Tamer – Stress-management program that includes manual, relaxation cassette, squeezable stress ball and stress dots.		\$10.50	
Self-Care Guide – Handy publication for home or office dealing with self care, general health care questions, and when to see the doctor.		\$7.35	
Weight Management Software – Interactive 3-CD set for IBM-compatible computers: Weight Loss Planner, Menu Planner and Executive Diet Helper.		\$10.50	
Fast Food Guide – Pocket-size guide with information on cholesterol, sodium and other ingredient information from most major fast food chains.		\$1.58	
Low-Fat Cookbook – 82-page cookbook with a variety of delicious and healthy low-fat recipes, along with nutritional information for each recipe.		\$5.25	
Enter Total for All Items Here: _____			
Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:	E-mail:	
<p>Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.</p> <p>Please mail check and entire order form to:</p> <p style="text-align: center;">Prevention Partners Employee Insurance Program 1201 Main Street, Suite 830 Columbia, SC 29201</p>			

Questions? Call **Prevention Partners** at 803-737-3820.



South Carolina Budget and Control Board
Employee Insurance Program

The State Health Plan
PREVENTION PARTNERS

HANDY HEALTH INFORMATION RIGHT AT YOUR FINGERTIPS!

From slideguides to pocket pals to a stressometer, these handy pocket-sized items are a “must have” for quick, at-a-glance health information. Each item covers a different topic and gives you helpful information that’s easy to read and understand.

And what does this valuable information cost? Each slideguide is just 75¢! This price includes South Carolina sales tax, and there are no shipping charges.

ORDERING INFORMATION

Item:	Quantity:	Price Each:	Total for Item:
Lowering Your Cholesterol Slideguide		\$0.75	
Weight Control Made Easy Slideguide		\$0.75	
Walk for Fun, Fitness and Health Slideguide		\$0.75	
Low-Fat Food Finder Slideguide		\$0.75	
Exercise Away Your Fat Slidguide		\$0.75	
Emergency Care Slideguide		\$0.75	
Trimming the Fat Slideguide		\$0.75	
Personal Calorie & Fat Counter Pocket Pal		\$0.75	
The Stressometer		\$0.75	

Enter Total for All Items Here: _____

Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone	E-mail:	

Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.

Please mail check and entire order form to:

**Prevention Partners
Employee Insurance Program
1201 Main Street, Suite 830
Columbia, SC 29201**

Questions? Call **Prevention Partners** at 803-737-3820.



**South Carolina Budget and Control Board
Employee Insurance Program**

The State Health Plan
PREVENTION PARTNERS

PARTICIPANT MATERIALS

THE STATE HEALTH PLAN PREVENTION PARTNERS

"CHALLENGE"

yourself to ... go for the gold!!!

The Prevention Partners "**Challenge**" is a four-week fun, easy and exciting incentive-point program. We are happy that you have decided to participate. As an employee, you are the most valuable and most important asset of your worksite. This "**Challenge**" will improve your health and well-being, and you can have fun doing it! The better you feel, the more you enjoy family and friends.

If you are an all-out fitness person or if you only exercise casually, you can still participate. Points are earned and accumulated over a four-week period by doing activities in the following categories:

1. **Fitness**
2. **Nutrition**
3. **I Feel Good**
4. **Entertainment**

Regardless of your present state of fitness, this is a fun way for each of you to affirm, improve or establish a more healthy lifestyle! No matter what your lifestyle is, you can earn points toward your fitness goal over the four-week period.

In each category, activities are assigned points. Each time you participate in any activity, in any category, you earn points. Points are accumulated over the entire designated four-week period.

Certificate winners are determined as follows:

Gold	2500 points
Silver	2000 points
Bronze	1500 points
Honorable Mention	1000 points

Enclosed is the list of activities by category and four scoresheets for tracking activities and the points you earn each week. Use one scoresheet for each week. During week one, each time you accomplish an activity, write it down on your scoresheet along with the points earned for that activity. Then tally the total points at the end of the week. Follow the same procedure for weeks two, three and four.

This is an honor system program. Participants are responsible for keeping an accurate account of their own scores each week. At the conclusion of the four-week period, scoresheets for all four weeks and a grand total score should be turned in to your Prevention Partners Coordinator.

REMEMBER, feeling better physically and mentally are goals worth the **"Challenge."**

Get ready to **"Challenge"** yourself to ... go for the gold!!!

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yourself to ... go for the gold!!!

PROGRAM GOALS AND OBJECTIVES

GOALS

The Prevention Partners **"Challenge"** will allow you to examine and evaluate your present state of fitness/wellness and will provide you with opportunities to improve your fitness/wellness.

OBJECTIVES

Using the Prevention Partners **"Challenge,"** participants will be able to:

1. Evaluate their present state of fitness/wellness.
2. Set goals for a more desirable state of fitness/wellness.
3. Implement a specific, simple personal plan of action to improve fitness/wellness.
4. Choose a level of success and earn points toward that level.
5. State changes made to overall well-being at the end of the program.

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TOTAL POINTS

GOLD	2500	points
SILVER	2000-2499	points
BRONZE	1500-1999	points
HONORABLE MENTION	1000-1499	points

"CHALLENGE" YOURSELF TO ... GO FOR THE GOLD!

CATEGORY	POINTS PER DAY
-----------------	-----------------------

I. FITNESS

1. Casual Exercise

Examples include: walking short distances instead of driving; using stairs instead of elevators; periodic stretching and range of motion exercises at work, home or traveling; golf while riding a cart; miniature golf; hunting; fishing; sailing; playing a wind instrument; etc.

15

2. Moderate Exercise

Examples include: baseball; casual cycling; dancing (20 minutes sustained); gardening; horseback riding (20 minutes sustained); golf while walking and carrying a bag; hiking (moderate pace); competitive sailing; softball; swimming (leisurely); walking (moderate pace); yard work (heavy); calisthenics (less than 30 minutes); judo; karate; fencing; skiing (water or snow); yoga; etc.

25

3. Strenuous Exercise (at least 30 minutes duration) Examples include: aerobics; basketball; cycling on road or stationary at vigorous pace; "wogging" (alternating brisk walking with jogging); stair climbing; exercise routine such as calisthenics; hiking-cross country; jogging; mountain or hill climbing; rowing; running; skiing cross country; swimming (good pace for time or distance); tennis; track; walking (fast pace); weight lifting; advanced yoga; rope skipping; handball; squash; soccer; racquetball; etc.	50
Participation in a WELLNESS WALK	50
Participation in other wellness events (per event)	25
Each night of 7-8 hours of sleep	5
Each pound lost during the "Challenge" (up to 10 pounds)*	15
Stretches done at your desk**	5
Wearing your seatbelt	10
SMOKERS ONLY: Each 24 hour period of non-smoking	25

* To encourage proper weight loss, the maximum points for this event is 150.

II. NUTRITION	POINTS PER DAY
Eat breakfast without eggs or breakfast meats	10
Drink 6-8 glasses (8 oz.) of water per day	10
Eat three well balanced meals instead of snacks	10
No snacks or only healthy snacks such as fruit, carrot or cucumber sticks or air popped popcorn (no salt)	5

NUTRITION (Continued)

Cut back high-fat specialty meats Examples: bologna, pepperoni, luncheon meats	10
Use of low-fat cheeses (part skim), low-fat yogurt instead of ice cream, low-fat milk instead of cream	10
Use of nonfat or 1 % milk instead of 2% or whole milk	10
Eat fresh fruits and vegetables at every lunch and dinner Ex: fresh broccoli or spinach, carrots, apples, bananas	10
Eat a starchy food at every lunch and dinner Example: potatoes, pasta, bread	10
Eat chicken or fish instead of red meat	10
Drink decaffeinated coffee/tea or caffeine-free soda	5
Limit egg yolks to no more than 2 per week	10
Drink no more than 3 alcoholic beverages per week	10

III. I FEEL GOOD

POINTS PER DAY

New haircut, new outfit, or makeover	5
Take a class: ballet, painting, or anything you have wanted to do that makes you feel good	10
Volunteer work helping others at a hospital, fund-raising, or other worthwhile volunteer activities	10
Practice a stress management technique Ex: deep breathing, massage, shoulder shrug shoulder rotations, etc.	10
Weight is within 5 pounds of your desired weight	10
Do an office/home task you have procrastinated against doing	5

I FEEL GOOD (Continued)

Call or write a friend you have not heard from in a while	5
Go out to dinner with a special friend or spouse	5
Organize your day to better manage your time	5
Other _____	5

IV. Entertainment**POINTS PER DAY**

Visit a museum or the zoo	10
Go to a play or concert (a cultural event)	10
Visit out-of-town friends or family	10
Read a good book (finish it to earn points)	15
Outdoor activity that's fun for you Ex: kite flying, playing with the kids, etc.	10
Start a hobby or craft (knitting, wood working, etc.)	10
Visit friends	5
Other _____	5

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yourself to ... go for the gold!!!

PLAN OF ACTION

Think about your current level of fitness/wellness and where you would like to be four weeks from now. Also think about which activities you can do to achieve your new level of fitness/wellness.

1. Certificate would you like to earn:

Gold	2500 points or more	_____
Silver	2000-2499 points	_____
Bronze	1500-1999 points	_____
Honorable Mention	1000-1499 points	_____

2. List the activities you will do to achieve your certificate.

Fitness

a. _____

b. _____

c. _____

Nutrition

a. _____

b. _____

c. _____

PLAN OF ACTION (Continued)

I Feel Good

a. _____

b. _____

c. _____

Entertainment

a. _____

b. _____

c. _____

This list is just a beginning. More than three activities can be done for each category.

3. List three (or more) activities you will continue with to improve your fitness/wellness after "**CHALLENGE.**"

a. _____

b. _____

c. _____

TOTAL POINTS

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Low-Fat Cookbook – 82-page cookbook with a variety of delicious and healthy low-fat recipes, along with nutritional information for each recipe.		\$5.25	
Enter Total for All Items Here: _____			
Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:	E-mail:	
<p>Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.</p> <p>Please mail check and entire order form to:</p> <p style="text-align: center;">Prevention Partners Employee Insurance Program 1201 Main Street, Suite 830 Columbia, SC 29201</p>			

Questions? Call **Prevention Partners** at 803-737-3820.



South Carolina Budget and Control Board
Employee Insurance Program

The State Health Plan
PREVENTION PARTNERS

HANDY HEALTH INFORMATION RIGHT AT YOUR FINGERTIPS!

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Exercise Away Your Fat Slidguide		\$0.75	
Emergency Care Slideguide		\$0.75	
Trimming the Fat Slideguide		\$0.75	
Personal Calorie & Fat Counter Pocket Pal		\$0.75	
The Stressometer		\$0.75	

Enter Total for All Items Here: _____

Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone	E-mail:	

Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.

Please mail check and entire order form to:

**Prevention Partners
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